

Current FACts

FAC News to Use

December 5, 2013

From the Desk of Secretary Lori Flanery

Time to Look Ahead

"If you don't know where you are going, you'll end up someplace else." Yogi Berra

For several months, the Finance Cabinet, like all agencies across state government, has been looking ahead to the next biennium and beyond. This summer we submitted the 2014-2020 Capital Plan projecting construction, maintenance, equipment and information technology needs across the



Cabinet over the next six years. In recent days, the budget staff in the Office of Administrative Services put the finishing touches on the FAC 2015-2016 Biennial Budget Request. We are also working closely with the Governor's Office to identify legislative initiatives that will enhance the ability to serve our customers and the citizens of the Commonwealth.

An additional component of our "look ahead" is the Finance Cabinet Strategic Plan, which was submitted as part of the FAC Biennial Budget Request. In the Strategic Plan, you will see an affirmation of the Cabinet's core businesses and initiatives that will more effectively meet the changing needs of our customers and citizens. It is available on the FAC Intranet and I hope that you take a few moments to check it out. [Click here to see the FAC Strategic Plan.](#)

Celebrating KECC

**Join Commissioner Tom Miller at
KECC Appreciation Breakfast**

Dec. 6, 9:00 a.m.

Dept. of Revenue

11th Floor Conference Room

**Congratulations and Thanks to
Everyone who gave to KECC!**

\$100,745 Raised

REMINDER: Online Orientation **MANDATORY** for All Employees Under Performance Evaluation System

In efforts to educate state employees on performance evaluations, a new online training course offers an overview of the performance evaluation system and process for new employees as well as a refresher for employees with previous experience with the program.

All employees subject to evaluation, regardless of current eligibility for participation, are required to complete the online training during calendar year 2013. Employees should be able to complete the course in less than one hour and the deadline for completion is December 30, 2013.

Upon completion of the course, employees must submit an Employee Acknowledgement Form to their supervisor. To assist in compliance verification, employees need to print their name along with their signature. Instructions for accessing the form are located at the end of the course.

Time sheet code for Holiday Open House

If you attended the Holiday Open House at the Governor's Mansion on Dec. 6, 2012, from 2 p.m. to 4 p.m., you need to record this time (up to two hours) as Event Leave on the timesheet. In ETS, record leave hours in the start and end areas of "Hours Used/Earned", and then enter the amount of leave hours used (up to 2 hours) under "Normal Leave Hours Taken" in the "EVNT" coded area. Also please note within the reason section that the time was related to the Mansion Open House.

Note to managers of COT employees: Contact Carrie Cottew to request that the EVNT task be made available within PMIS for use on that date. For additional information, questions, or concerns please call [502-564-7233](tel:502-564-7233) or contact one of the following electronically at:

Sandy.Bain@ky.gov

Tina.Perry@ky.gov

Scott.Parritt@ky.gov

Inclement Weather Policy

Winter weather is upon us, so this is a good time to once again familiarize yourself with the inclement weather policy currently in effect. [Click here to read the policy.](#) You need to be aware that Adverse Weather leave may only be used in authorized circumstances and in reasonable amounts. Individuals in essential positions, with mandatory reporting requirements, are not eligible to use Adverse Weather leave. Questions related to this topic should be directed to the Division of Human Resources, [502-564-7233](tel:502-564-7233).

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Online Orientation

[Click here](#) to access the course (it may take a few moments to load).

For a printable version of the course, [click here](#). Also, you may wish to read the [employee handbook](#), which is available online as well.

Supervisors -- please allow employees time to complete the course prior to year-end. Then sign and forward all Employee Acknowledgement Forms to:

Jackie Flynt
Finance and Administration Cabinet
Office of Administrative Services, Human Resources
702 Capitol Avenue, Room 188
Frankfort, KY 40601

If you have difficulty accessing the course, please contact your agency information technology staff. For questions regarding the Performance Management Program, contact your agency evaluation liaison, Jackie Flynt at Jackie.Flynt@ky.gov or (502) 564-8109 or the human resources generalist assigned to your agency.

Employees hired in 2014 and beyond are required to complete the online orientation prior to January 1 of the employee's initial performance evaluation period, as outlined in 101 KAR 2:180.

2014 State Government Holiday Schedule

New Year's	(1 st day of January, plus 1 extra day)	Tuesday, December 31, 2013 Wednesday, January 1, 2014
Martin Luther King, Jr.'s Birthday	(3 rd Monday in January)	Monday, January 20, 2014
Good Friday	(1/2 day on Good Friday)	Friday, April 18, 2014
Memorial Day	(Last Monday in May)	Monday, May 26, 2014
Independence Day	(4 th day of July)	Friday, July 4, 2014
Labor Day	(1 st Monday in September)	Monday, September 1, 2014
Veterans Day	(11 th day of November)	Tuesday, November 11, 2014
Thanksgiving	(4 th Thursday in November, plus 1 extra day)	Thursday, November 27, 2014 Friday, November 28, 2014
Christmas	(25 th day of December, plus 1 extra day)	Thursday, December 25, 2014 Friday, December 26, 2014
New Year's	(1 st day of January, plus 1 extra day)	Thursday, January 1, 2015 Friday, January 2, 2015